

DAILY PLANET

ALL THE NEWS THAT FITS

Wednesday, Dec. 27

2000

Employees urged to use caution at ATM machines

Several recent incidents of "identity theft" have occurred at the automated teller machine (ATM) in Bldg. 4203 and other locations in northern Alabama. Incidents occur when customers fail to close out the screen by pressing "no" when the screen asks if you want another transaction. Always check account balances for unauthorized transactions. If anything is unusual, please contact the bank or credit union.

To stop smoking
in the new year,
call 544-7570

Order 2001
Federal Almanacs
in Bldg. 4471,
room C-105

Civil servant timecards due Fri. for pay period ending Saturday

Due to the holiday on Monday, timecards for the pay period ending Saturday should be entered and certified by 10 a.m. Friday. Timecards for employees who are on leave should be completed as soon as possible. If you have any questions, call 544-7312.

Web site addresses travel during Shuttle launches

Individuals traveling to Kennedy Space Center, Fla., or Johnson Space Center, Houston, during Space Shuttle launches must have a CA Log number regardless whether travel is launch related. Details are on the Web at:
<http://ntf-1.msfc.nasa.gov/catalog.nsf>

Safety & Health
training 8:30 a.m.-
4 p.m. Jan. 9. To
attend, send e-mail
to Pat Schultz